

Absenteeism

Purpose

Absenteeism detracts from service and causes an undue burden for those employees who must fill in for absent employees. As such, consistent attendance is necessary to the operations of the Town and to each employee's own individual performance.

Procedure

The Town recognizes that there will be occasions when employees may require unscheduled time off due to illness or for other personal matters. Employees who are going to be absent from work are required to notify their department head/supervisor. Notification is necessary so that job duties can be reassigned. If the department head/supervisor is not available at the time, the employee is expected to leave a message that shall include a telephone number where they can be reached and notify any individual (designated by the department head/supervisor) of their absence.

When there is no notification, the absence will be considered unexcused and the employee will be subject to disciplinary action. If an employee fails to report their absence for three consecutive days, they will be considered to have voluntarily resigned not in good standing. The Town may waive this rule if extenuating circumstances warranted such behavior.

The Town reserves the right to request from employees who exhibit a *pattern* of absenteeism and/or abuse of leave time (in the Town's judgment) appropriate documentation from a health care professional verifying the absence. The Town also reserves the right to request documentation from a health care professional in the event that the employee is absent for three consecutive days. Abuse of leave time will constitute misconduct and lead to disciplinary action.

Any deviation from this policy, repeated occurrences of unscheduled time off, or unexcused absences will lead to disciplinary action, up to and including termination of employment.

Definitions

1. The Town of East Windsor defines a *pattern* as a frequent, predictable and observable employee action that repeats itself over time. For example, all five of your unscheduled absences occurred around your regularly scheduled weekends and holidays. This 'patterning' therefore violates our Town's absenteeism policy.
2. "*Absence*" is defined as the failure of an employee to report for work when the employee is scheduled to work. The two types of absences are defined below:
 - a. *Excused absence* occurs when all four of the following conditions are met: a) the employee provides sufficient notice to his or her supervisor, b) the reason is found credible or acceptable by his or her supervisor, c) such absence request is

Adopted on: September 5, 2017
By: Board of Selectmen

approved by their supervisor, and d) the employee has sufficient accrued paid time off (PTO) to cover such absence.

- b. *Unexcused absence* occurs when one of the four conditions in number 1 is not met.